

*"Shaping  
a more livable  
High Point"*

PLANNING AND DEVELOPMENT DEPARTMENT  
DEVELOPMENT SERVICES DIVISION  
CITY OF HIGH POINT  
NORTH CAROLINA

Staff Use Only  
Filing Date: \_\_\_\_\_  
City Grid No.: \_\_\_\_\_  
Payment: \_\_\_\_\_  
Approval Date: \_\_\_\_\_

WATER AND/OR SEWER CONNECTION APPLICATION

Mailing Address: P.O. Box 230, High Point, NC 27261  
Office Address: 211 S. Hamilton Street, High Point, NC 27261

Telephone: 336/883-3336  
Facsimile: 336/883-3056

**INSTRUCTIONS**

Please complete this application and provide the required information. In order for the application to be accepted, all applicable sections of this form must be completed and all required information provided at the time of submittal.

- Include with this application a complete copy of the last **deed of record** for the property.
- Include a **map** (i.e. tax map or survey) that shows the property requesting connection to water/sewer.
- A processing fee of \$25.00 is due at the time of submittal. (The fee is non-refundable)
- If the request is found to be in conformance with the "City of High Point Water & Sewer Utility Extension Policy" (copies available), the applicant shall complete a "Declaration of Covenants and Annexation Agreement" and pay applicable recording fees (\$18-\$21) and the acreage fee (to be determined by Public Services below)

**APPLICANT** (Complete all applicable information in the space below.) See reverse for assistance.

A. Property Owner: \_\_\_\_\_

B. Address & Property Location Description: \_\_\_\_\_

C. Tax Map/Block/Parcel #(s) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

D. Subdivision Name (if applicable): \_\_\_\_\_

E. Number of Lots in Subdivision (if applicable): \_\_\_\_\_

F. Total Acreage of property: \_\_\_\_\_

G. Proposed Use: \_\_\_\_\_ | Existing Use: \_\_\_\_\_

H. Reason for Connection Request \_\_\_\_\_

Contact Name: _____ Address: _____ City: _____ Zip: _____ Daytime Phone #: _____	Property Owner Name: _____ Address: _____ City: _____ Zip: _____ Daytime Phone #: _____
---	--

**PUBLIC SERVICES INFORMATION** (To be completed by Public Services only)

Distance to, availability, and line size of Public Water Service:

Distance to, availability, and line size of Public Sewer Service:

Application Acreage Fee: \_\_\_\_\_

Public Services Representative (Signature and Date): \_\_\_\_\_

**Required Information - Brief Description**

The following information is required to submit a project for review by the Technical Review or Watershed Review Committees. The information may be provided on applications provided by the Planning Department or as a "cover sheet" as long as all of the required information is provided. **If you have questions please contact Mark Schroeder at 336-883-3336.**

**Property Owner:** Current legal owner of the property requesting connection to High Point utilities.

**New Street Names, Street Address and Property Location Description:** Provide the primary (access) and secondary (if applicable) road frontage for the project along with a street address if available. Provide a general location description (i.e. "northeast corner of Eastchester Dr. and Johnson Street" or "On the west side of Gatehouse Road between Country Club Dr and Thornhill Ct").

**Total Acreage:** Provide the acreage and/or square footage of the tract/parcel or lot.

**Proposed Use:** Outline the proposed use of the property (i.e. residential/commercial/industrial).

**Existing Use:** Outline the existing use of the property (i.e. residential/commercial/industrial).

**Reason for Connection Request:** Briefly outline the need for a connection to the public utility (i.e. on-site septic system has failed, well has gone dry, etc.). The reasons should be supported by additional documentation when available (i.e. letter from County Health Department verifying that an on-site system or well is not feasible).

**Public Services Information (To be completed by Public Services only):** Public Services must complete information regarding the availability of public water and/or sewer. Public Services will outline your responsibility to connect and the permit costs associated with the connection.

**Office Use Only** - Staff will complete the other relevant information upon receipt of a completed application and required supporting documentation.